CDU APA 6th

Referencing Style Guide

(February 2019 version)

CHARLES
DARWIN
UNIVERSITY

Contents

<u>APA Fundamentals</u>

Reference List

The reference list identifies the items cited in a document in enough detail, so they can be located by another person. The elements required for a **reference list** are outlined below:

- The reference list appears at the end of the article/report/document, starting on a new page.

- The reference list is headed by the title **References**, centred and bold.

- The reference list is organised in **alphabetical order** by first named authors or title if there is no author (ignore the words 'A', 'An', and 'The' when alphabetising by title). See "How do I…?" on the APA Referencing Guide.

- Each reference should be separated from the next reference by one empty line.

- All references should have a **hanging indent** (of 5-7 spaces) for the second and subsequent lines of each entry. See "How do I…?" on the APA Referencing Guide.

- **Remove hyperlinks** from URLs and DOIs. See "How do I…?" on the APA Referencing Guide.

- When the reference entry includes a URL that must be divided between two lines, **break it before** a slash or dash or at another logical division point. i.e.: http://www.abs.gov.au/AUSSTATS/abs@.nsf/mf/4102.0/opendocument#frombanner=LN /socialtrends/Australia/Northern Territory

- **Capitalisation** in APA style is very specific. In **titles and subtitles** of articles, chapters, books, reports and webpage titles, capitalise only the first letter of the first word of the title, the sub title and any proper nouns.
  For **journal titles** you must capitalise the first letter of every word (except for words like 'in', 'at', 'of', 'the')

- **Italicise** book titles, journal titles, and volume numbers. Do **NOT** italicise issue numbers.

- References cited in text must appear in the reference list and vice versa. The only exceptions to this rule are personal communications and entire websites; they are cited in text only and are not included in the reference list.

- Use only the initial(s) of the author's given name(s), not the full name. E.g. Robert Mark Smith will appear as Smith, R. M.

- If no date is listed on a resource, use n.d. (no date) instead.
  Example of citation: (Author, n.d.) / Example of reference: Author. (n.d.). *Title*. Retrieved from URL

- If the reference list includes 2 or more entries by the same author(s), list them in chronological order with the earliest first:
  Reference: Jones, J. (2012). *Travel tips*. Retrieved from URL   In-text citation: (Jones, 2012)
  Reference: Jones, J. (2016). *Worst holidays ever*. Retrieved from URL   In-text citation: (Jones, 2016)

  If the sources were published by the same author in the same year add a letter after the date in-text and in the reference:
  Reference: Smith, J. (2014a). *Best food ever*. Retrieved from URL   In-text citation: (Smith, 2014a)
  Reference: Smith, J. (2014b). *Chocolate is great*. Retrieved from URL   In-text citation: (Smith, 2014b)

  If the sources were published by the same author, and don't have a date, use (n.d.) and list as follows:
  Reference: St John. (n.d.-a). Burns. Retrieved from URL   In-text citation: (St John, n.d.-a)
  Reference: St John. (n.d.-b). Scalds. Retrieved from URL   In-text citation: (St John, n.d.-b)

- Place of publication: Follow the city name with the abbreviation for the state or the full name of the country, e.g. Melbourne, Vic., or London, England. If you do not have the city, use the state, e.g. NSW, Australia

- If a **Digital Object Identifier (DOI)** is listed on an electronic source it is included in the reference. A DOI is a unique alphanumeric string that is used to identify a certain source (typically journal articles). It is often found on the first page of an article. An acceptable DOI does not include any CDU or 'ezproxy' information:

  - Acceptable DOI: https://doi.org/10.1037/arc0000014 - see 'Journal article online: with doi' (p. 13)
    http://dx.doi.org/10.1037/arc0000014 - see 'Journal article online: with doi' (p. 13)
    doi:10.1037/arc0000014 - see 'Journal article with doi' (p. 7)

  - Not acceptable DOI: http://dx.doi.org.ezproxy.cdu.edu.au/10.1016/j.colegn.2015.09.002

- If the article doesn't have a DOI then provide the URL. E.g. Retrieved from http://pit.sagepub.com/lookup/pmid =272

- It is possible to use an abbreviated version of an organisational author in text, but you must use it in full the first time. In-text example: (World Health Organization [WHO], 2014). Use square brackets if it is within parentheses. In your reference list use the full name of the author.

Citing in the text

The purpose of citing in-text is to provide brief information about the source used. The complete information about the source is listed in the alphabetical list of references at the end of the document.

Paraphrase	When paraphrasing only include author and year in your citation – e.g. (Jones, 2015). However, your lecturer may request you include a page number in your citation – e.g. (Jones, 2015, p. 3).
Direct quotes	When you use a direct quotation in your writing you must enclose the quote in double quotation marks and cite the source including page numbers. For example: Issues surround the imitation of real world buildings as they "serve the important function of grounding users' expectations and providing affordances for them to effectively move through space, they can also be limiting" (Ball & Bainbridge, 2008, p. 118).
Block Quotes	If a quote is **40 words or more**, omit quotation marks and use a block format with the quote indented about 1cm (or 5 spaces) from the left margin and double-space the entire paragraph. They had a less good walk back, simply because they hit the upper waters of the north west river at the wrong place and had to walk two miles upstream to cross it. In the middle of the crossing Thelma found a thalloid liverwort and to Hugh's astonishment stopped to collect it. (Davies, 2010, p. 62)
Altering a direct quote	When you need to leave out part of a quotation to make it fit grammatically or because it contains irrelevant/unnecessary information, insert ellipses (three dots). If you add or slightly change words within a quotation for reasons of grammar or clarity, indicate the change with square brackets. "Drug prevention…[efforts] backed this up" (Gardner, 2007, p. 49).
Anonymous author	When a work's author is designated as "Anonymous", cite in the text the word Anonymous followed by a comma and the date. For example: (Anonymous, 2006)
Multiple authors	When citing multiple authors check the "Author layout for in-text citations"

Pinpointing a specific part of a resource with no page number	Often electronic sources don't include page numbers, or you want to pinpoint a specific section of a document. It may be useful to include a paragraph number; section number or use the words the source uses instead if the source is lengthy. For example: ACARA (n.d., ACELA1443) aptly phrased it… … (Beutler, 2000, para. 5)
Secondary source (secondary citation)	You read Lister's article. In that article Lister refers to Miller's ideas. You are encouraged to find Miller's work. If you can't find Miller's work, cite Miller's ideas like this: … simple definition of social justice (Miller, as cited in Lister, 2007). OR Miller's simple definition of social justice (as cited in Lister, 2007). Do not include the date of Miller's work. You include the Lister article in your reference list: Lister, R. (2007). Social justice. *Benefits*, *15*(2), 113–125. doi:10.33.44.555/list
Two or more references within the same parentheses	Order citations of two or more works by different authors within the same brackets alphabetically in the same order they appear in the reference list. Separate the citations with semicolons. For example: (Megarrity, 2018; Sullivan, 2014; Tafransky & Mahoney, 2016).
Personal communications	**Cite personal communications in text only,** for example, personal unpublished photos, conversations, emails, interviews, personal files, documents from an intranet (e.g. hospital policy) i.e. any resource that is not accessible to your reader. Format: (Author, personal communication, Month date, year): …as stated in the *Infection control guideline* (Royal Darwin Hospital, personal communication, September 4, 2018). … guidelines were provided in a conversation with the Director of Nursing (R. Smith, personal communication, September 4, 2018). Materials from Learnline should be referenced because they are available to the reader (e.g. your lecturer or marker).

Examples

Here are some basic examples of CDU-APA 6th style. More detailed examples are included throughout this guide. Where no exact example is provided these general principles should be followed.

Book

author	date	book title in italics	edition	place of publication	publisher

Dinham, J. (2014). *Delivering authentic arts education* (2nd ed.). South Melbourne, Vic.: Cengage Learning.

eBook

author	date	book title in italics	edition	URL

Dinham, J. (2014). *Delivering authentic arts education* (2nd ed.). Retrieved from https://ebookcentral-proquest
-com.ezproxy.cdu.edu.au/lib/cdu/reader.action?ppg=2&docID=1990987&tm=1545024544990

Journal article with doi

authors	date	article title	journal title in italics	volume in italics(issue)

Fowler, M. D., & Davis, A. J. (2013). Ethical issues occurring within nursing education. *Nursing Ethics, 20*(2), 126-141.
doi:10.1177/0969733012474290 ← doi | page numbers

Journal article without doi

author	date	article title	journal title in italics	volume in italics(issue)	page numbers

Levy, L. (2018). The role of podiatric medicine in public health. *Podiatry Management, 37*(2), 119-122. Retrieved from
http://ezproxy.cdu.edu.au/login?url=http://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,uid&db=rzh&AN=1290
92815&site=ehost-live ← URL

Web page

author	date	web page title	webpage URL

Better Health Channel. (2013). Smoking tobacco is deadly. Retrieved from https://www.betterhealth.vic.gov.au/health
/healthyliving/smoking-tobacco-is-deadly

Books - print and online

Important elements

Print book:

Author, A. A., & Author, B. B. (year of publication). *Title of book* (edition). Location of publication: Publisher.

eBook:

Author, A. A., Author, B. B., & Author, C. C. (year of publication). *Title of book: Subtitle*. doi:xx.xxxxxxxxx **OR** Retrieved from URL of the eBook

Reference Type	In-text example	Reference list example	EndNote Reference Type
Single author	… in relation to northern developments (Megarrity, 2018). OR Megarrity (2018) states that ...	Megarrity, L. (2018). *Northern dreams: The politics of northern development in Australia*. North Melbourne, Vic.: Australian Scholarly Publishing.	Book
2 authors	Roitman and La Fontaine (2012) ... OR "... achieve consistency" (Roitman & La Fontaine, 2012, p. 45) **Cite both names every time the in-text citation occurs**	Roitman, J. L., & La Fontaine, T. P. (2012). *The exercise professional's guide to optimizing health: Strategies for preventing and reducing chronic disease*. Philadelphia, PA: Wolters Kluwer Health.	Book

3-5 authors	**First citation:** (Kerridge, Lowe, & Stewart, 2013) **Subsequent citations:** (Kerridge et al., 2013) **Cite all the names the first time the in-text citation occurs; in subsequent citations, use the surname of the first author followed by et al.**	Kerridge, I., Lowe, M., & Stewart, C. (2013). *Ethics and law for the health professions* (4th ed.). Annandale, NSW: Federation Press. **These rules for referencing and citing multiple authors also apply for journal articles, reports … see "Author layout for in-text citations"**	Book
6 or 7 authors	Bergin et al. (2018) found that... OR (Bergin et al., 2018) **Cite only the surname of the first author followed by et al.**	Bergin, C. C., Bergin, D. A., Walker, S., Daniel, G., Fenton, A., & Subban, P. (2018). *Child and adolescent development for educators.* South Melbourne, Vic.: Cengage Learning Australia. **Include all authors in the reference.** **These rules for referencing and citing multiple authors also apply for journal articles, reports … see "Author layout for in-text citations"**	Book
8 or more authors	(Kersemakers et al., 2017) **Cite only the surname of the first author followed by et al.**	Kersemakers, A., Klesch, R., George, K., Royal, B., Williams, A., Cartwright, J., … Bailey, K. (2017). *The chocolate eating habits of CDU librarians.* Darwin, NT: CDU Press. **For works with 8 or more authors, list the first 6 authors, followed by 3 full stops (...) then the last author's name.** **These rules for referencing and citing multiple authors also apply for journal articles, reports … see "Author layout for in-text citations"**	Book

No author	(*Employment the professional way*, 2000) OR the book *Employment the professional way* (2000) **Shorten title and put in italics**	*Employment the professional way: A guide to understanding the Australian job search process for professionally qualified migrants.* (2000). Carlton, Vic.: Australian Multicultural Foundation.	Book
Book: different editions	(Howitt & Cramer, 2016)	Howitt, D., & Cramer, D. (2016). *Introduction to research methods in psychology* (5th ed.). Melbourne, Vic.: Pearson Australia.	Edition
Book: editor	(Smith, 2015)	Smith, J. A. (Ed.). (2015). *Qualitative psychology: A practical guide to research methods* (3rd ed.). London, UK: Sage.	Edited book
Book: organisation as author	(Australian Institute of Health and Welfare, 2018)	Australian Institute of Health and Welfare. (2018). *Australia's health 2018*. Canberra: Author. **Where the author and publisher are identical, use the word 'Author' as the name of the publisher. (In EndNote place a comma after the corporate author)**	Book
Chapter in an edited book or book series	(Germov & Belcher, 2018)	Germov, J., & Belcher, H. (2018). Power, politics and healthcare. In J. Germov (Ed.), *Second opinion: An introduction to health sociology* (6th ed., pp. 448-477). Melbourne, Vic.: Oxford University Press. Chapter author. (year of publication). Chapter title. In Book editor(s) (Ed. or Eds.), *Book title in italics* (edition information, pp. chapter page numbers). Place of publication: Publisher or Retrieved from URL **If an author(s) is listed at the beginning of a chapter follow this format, otherwise reference as a whole book.**	Edited book

Book with volumes	(Mizrahi, 2008)	**Authored book:** Mizrahi, T. (2008). *Encyclopedia of social work* (20th ed., Vol. 1). Oxford, UK: Oxford University Press. **Chapter in an edited book:**	Book
	(Kable & Govind, 2016)	Kable, A., & Govind, N. (2016). Nursing care of people having surgery. In P. LeMone, K. M. Burke, G. Bauldoff, P. Gubrud-Howe, T. Levett-Jones, T. Dwyer, … D. Raymond (Eds.), *Medical surgical nursing: Critical thinking for person-centered care* (3rd Australian ed., Vol. 1, pp. 35-66). Melbourne, Vic.: Pearson Australia.	
eBook/electronic book online or from library database, incl. eReadings	(Vandenberg, 2018) **eBook with doi** (Davies & Beech, 2018) **eBook with URL** (Robertson, 2014) **book in eReadings**	Vandenberg, A. (2018). *Education policy and the Australian Education Union*. https://doi.org/10.1007/978-3-319-68047-7 Davies, G., & Beech, A. (2018). *Forensic psychology: Crime, justice, law interventions* (3rd ed.). Retrieved from http://ezproxy.cdu.edu.au/login?url=http://ebookcentral.proquest.com/lib/cdu/detail.action?docID=5018401 Robertson, M. (2014). *Sustainability: Principles and practice.* Retrieved from https://ereadings.cdu.edu.au/eserv/cdu:53362 /ER09416.pdf	Electronic book
Dictionary and Encyclopedia - eBook **See p. 21 for an example of an online dictionary**	"Acid Rain" (2014) is … OR "… atmospheric pollution" ("Acid Rain", 2014, p. 3)	Acid rain. (2014). In D. Kemp (Ed.), *The environment dictionary* (pp. 3-9). Retrieved from http://ebookcentral.proquest.com.ezproxy. cdu.edu.au/lib/cdu/reader.action?docID=165278&ppg=8	Edited book

Dictionary - print	("Bathyorographical", 1993)	Bathyorographical. (1993). In R. H. Hill (Ed.), *Dictionary of difficult words* (p. 61). New York, NY: Wiley.	Book
Brochure or pamphlet	(Cancer Council Australia, 2012)	Cancer Council Australia. (2012). *Skin cancer* [Brochure]. Sydney, Australia: Author. **Where the author and publisher are identical, use the word 'Author' as the name of the publisher. (In EndNote place a comma after the corporate author)**	Book

Journal articles, Conference papers and Newspaper articles

Important elements

> See **Books-print and online** for information on multiple authors.
>
> **Journal article:**
> Author, A. A., & Author, B. B. (year of publication). Title of article. *Journal Title, volume number*(issue number), page–page. doi:xxxx **OR** Retrieved from URL
>
> **Newspaper article:**
> Author, A. A., & Author, B. B. (Year, Month Day). Article title: Subtitle. *Newspaper Title*. Retrieved from URL
>
> **Conference paper:**
> Author, A. A., & Author, B. B. (Year). *Conference paper title*. Paper presented at the Conference Title*,* Place, State/Country. Retrieved from URL

Reference Type	In-text example	Reference list example	EndNote Reference Type
Journal article-print	(Birbilis, 2018)	Birbilis, J. (2018). When psychology and politics commingle. *Journal of Clinical Psychology, 74*(5), 730-733. **For journal titles you must capitalise the first letter of every word (except for words like 'in', 'at', 'of', 'the')**	Journal article
Journal article online: with doi	(Levenson, 2017)	Levenson, J. (2017). Trauma-informed social work practice. *Social Work, 62*(2), 105–113. https://doi.org/10.1093/sw/swx001	Electronic article

Journal article online: no doi	(Moss, White, & Lee, 2018)	Moss, S., White, B., & Lee, J. (2018). A systematic review into the psychological causes and correlates of plagiarism. *Ethics & Behavior, 28*(4), 261-283. Retrieved from http://ezproxy.cdu.edu.au/login?url=https://www.tandfonline.com/doi/abs/10.1080/10508422.2017.1341837	Electronic article
Article retrieved from Learnline, eSpace or eReadings	(Arnold & Boggs, 2007)	Arnold, E., & Boggs, K. U. (2007). Structuring the relationship. *Developmental Psychology*, *25*(2), 264-276. Retrieved from http://ereadings.cdu.edu.au/view/cdu:18679	Electronic article
Newspaper article online: available via the Web or electronic database	(Parnell, 2018)	Parnell, S. (2018, October 11). Health risk with early obesity. *The Australian*. Retrieved from http://ezproxy.cdu.edu.au/login?url=http://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,uid&db=nfh&AN=9X9AUSNEWSMMGLSTRY000376781678&site=ehost-live	Newspaper article
Newspaper article: no author	("Two teen migrants", 2018) **Use first few words of article title in quotation marks**	Two teen migrants caught crossing Mediterranean on truck tyre. (2018, December 16). *The Sydney Morning Herald.* Retrieved from https://www.smh.com.au/world/europe/two-teen-migrants-caught-crossing-mediterranean-on-truck-tyre-20181216-p50mj0.html	Newspaper article
Newspaper article: print	(Kelly, 2018)	Kelly, P. (2018, December 15). Political catch-up splits the nation. *Weekend Australian*, p. 29.	Newspaper article
Conference paper (in published proceedings)	Burton (2017) outlines …	Burton, D. (2017). Flare: A national flash flood warning resource. In *2017 Floodplain Management Australia National Conference* (pp. 1-9). Retrieved from http://www.floods.org.au/site/index.cfm?display=730745	Conference paper

Conference Presentation	(Garces, 2017)	Garces, E. (2017, July). *Regulation of digital and intangible assets.* Paper presented at ACCC/AER Regulatory Conference, Brisbane, QLD. Retrieved from https://www.accc.gov.au/about-us/conferences-events/accc-aer-regulatory-conference	Conference proceedings
Theses-print version	Rorrison (2006) examines …	Rorrison, D. (2006). *Jumping through spinning hoops, chance or a carefully constructed learning journey? A critical view of learning in the secondary practicum.* (Unpublished Master's thesis). Charles Darwin University, NT, Australia.	Thesis
Theses - online	Azam's analysis (2016, p. 208) shows the "spectral peak …	Azam, S. (2016). *Detection of binaural processing in the human brain.* (PhD Thesis, Charles Darwin University, 2016). Retrieved from http://espace.cdu.edu.au/view/cdu:59624	Electronic article
Pre-print **submitted, before peer review** Post –Print **accepted & peer reviewed - not yet published** **It is recommended to use the published version of a paper if it is available**	Barclay (pre-print) suggests that… (Turnbull, post-print)	Barclay, L. (pre-print). Women and midwives: Position, problems and potential. *Midwifery.* Retrieved from http://espace.cdu.edu.au/view/cdu:6640 Turnbull, B. (post-print). Scholarship and mentoring: An essential partnership? *International Journal of Nursing Practice.* Retrieved from http://espace.cdu.edu.au/view/cdu:10014	Electronic article

Multimedia

Important elements

DVD or Film:
Producer Surname, First Initial. Second Initial. (Producer), & Director Surname, First Initial. Second Initial. (Director). (Year). *Title of movie* [Format e.g. Motion picture or DVD]. Country where movie was produced: Name of Studio.

Video streaming: i.e. YouTube or Vimeo
Author, A. A. OR Author screen name. (Year, Month Day). *Title of video* [Video file]. Retrieved from URL of specific video

Reference Type	In-text example	Reference list example	EndNote Reference Type
DVD or videorecordings	(Hallam & Lam, 2010)	Hallam, J. (Producer, Writer), & Lam, K. (Producer, Director). (2010). *Staff relations in healthcare: Working as a team* [DVD]. New York, NY: Insight Media.	Film or broadcast
Television programs	(McDermott, 2013)	McDermott, Q. (Reporter). (2013, February 4). *Lance and the truth* [Television broadcast]. Retrieved from http://www.abc.net.au/4corners/stories/2013/02/04/3680186.htm	Online Multimedia
YouTube or Streaming video	... paraphrasing other's work (CDUniLibrary, 2017)	CDUniLibrary. (2017, August 21). *Cat capers: Adventures in academic integrity* [Video file]. Retrieved from https://www.youtube.com/watch?v=BzCipTk71Bc	Online Multimedia
Software	(Physicians Interactive, 2017)	Physicians Interactive. (2017). *Omnio: Clinical resource* (Version 3.24.6) [Mobile application software]. Retrieved from http://itunes.apple.com/us/app/id293170168?mt=8&ign=uo%3D4	Computer program
iPad and other apps	(WebMD Health Corporation, 2012)	WebMD Health Corporation. (2012). *Medscape* (Version 4.0) [Mobile application software]. Retrieved from http://itunes.apple.com	Computer program

Online images

When using images, you must be aware of copyright and licencing restrictions. Not all images are freely available to use. The best types of images to use are those with a Creative Commons (CC) licence. Watch this video on how to find and cite an appropriately licenced image.

Image caption: From "Title of Image," by A. Author, Year (URL). Licence (e.g. CC BY 2.0).

Reference: Author, A. A. (Year). Title of image. Retrieved from URL

Place the in-text citation directly beneath the image as a caption. It is acceptable to resize the caption to a smaller font if it is too long.

Example:

From "Sustainable Transport," by A. Wellings, 2012 (https://flic.kr/p/cpBHSJ). CC BY-NC 2.0.

Reference:

Wellings, A. (2012). Sustainable transport. Retrieved from https://flic.kr/p/cpBHSJ

Reference Type	In-text/caption example	Reference list example
Online image – personal author	From "Zebra Finch," by C. Williamson, 2009 (https://flic.kr/p/6Jepim). CC BY 2.0. From "Friendly Male Koala," by Quartl, 2009 (https://commons.wikimedia.org/wiki/File:Friendly_Male_Koala.JPG). CC BY-SA 3.0. **Give the author's name exactly as it appears on the source page of the image.**	Williamson, C. (2009). Zebra finch. Retrieved from https://flic.kr/p/6Jepim Quartl. (2009). Friendly male koala. Retrieved from https://commons.wikimedia.org/wiki/File:Friendly_Male_Koala.JPG
Online image - organisation as author	From "Instituting an Electronic Medical Record System," by CDC Global, 2014 (https://flic.kr/p/oGi1bs). CC BY 2.0. **If the image has a long title, use only the first few words of the title in the in-text citation.**	CDC Global. (2014). Instituting an electronic medical record system reduces the need to manage and store growing volumes of patient charts, a major challenge in resource-limited settings. Retrieved from https://flic.kr/p/oGi1bs **Include the full title of the image in the reference.**
Image in the public domain or with CC0 Licence	From "Schematic Diagram of the Human Eye," by Rhcastilhos, 2007 (https://commons.wikimedia.org/wiki/File:Schematic_diagram_of_the_human_eye_en.svg). In the public domain. From "Dog Swimming," by P. Singhto, 2013 (https://commons.wikimedia.org/wiki/File:Dog_swimming.jpg). CC0 1.0. **Cite images that are in the public domain or have a CC0 Licence even if no attribution is required.**	Rhcastilhos. (2007). Schematic diagram of the human eye. Retrieved from https://commons.wikimedia.org/wiki/File:Schematic_diagram_of_the_human_eye_en.svg Singhto, P. (2013). Dog swimming. Retrieved from https://commons.wikimedia.org/wiki/File:Dog_swimming.jpg

Image with no title	The photo of a brown bear is by Rasmus Svinding, 2006 (https://www.pexels.com/photo/zoo-bear-35435/). CC0. **Provide a brief description of the image.**	Svinding, R. (2006). [Brown bear]. Retrieved from https://www.pexels.com/photo/zoo-bear-35435/ **Enclose the brief description of the photo in square brackets.**
Image with no author	From "Group of Female Top Tennis Players, 1902," 2012 (https://commons.wikimedia.org/wiki/File:Group_of_female_top_tennis_players,_1902.jpg). In the public domain. **Omit the author element.**	Group of female top tennis players, 1902. (2012). Retrieved from https://commons.wikimedia.org/wiki /File:Group_of_female_top_tennis_players,_1902.jpg **Put the title in place of the author.**
Citing an online image without reproducing it	In-text citation without reproducing the image: In the photo "Autumn Ivy" (Curtin University Library, 2007) …	Curtin University Library. (2007). Autumn ivy [Image]. Retrieved from https://www.flickr.com/photos/curtinuniversitylibrary /1440410713

The APA blog explains what to do for images from other sources:

https://blog.apastyle.org/apastyle/2016/01/navigating-copyright-part-4.html

Web sources and online documents

Important elements

Web Page:
Personal Author or Organisation as Author. (Date, if not known, put n.d.). Title of web page. Retrieved from URL of web page

Document from a web page (e.g. PDF, Word, Excel, PowerPoint):
Personal Author or Organisation as Author. (Last update or copyright date; if not known, put n.d.). *Title of document on a web page.* Retrieved from URL of specific document or page where the document is accessed from

Reference Type	In-text example	Reference list example	EndNote Reference Type
Web page: Organisation as author	(Australian Institute of Health and Welfare, 2016)	Australian Institute of Health and Welfare. (2016). How many Australians have diabetes? Retrieved from http://www.aihw.gov.au/how-common-is-diabetes/	Web Page
Web page: Personal author	(Wyatt, 2012)	Wyatt, H. (2012). WWF praises people power in spurring Australia marine parks decision. Retrieved from http://wwf.panda.org /who_we_are/wwf_offices/australia/great_barrier_Reef _ecoregion/?206737/WWF-praises-people-power-in-spurring -Australia-marine-parks-decision	
Web page: no date	(St John, n.d.)	St John. (n.d.). Burns. Retrieved from https://www.stjohn.org.nz/First-Aid/First-Aid-Library/Burns/	Web Page

Document from a website	(Nursing and Midwifery Board of Australia, 2016)	Nursing and Midwifery Board of Australia. (2016). *Registered nurse standards for practice*. Retrieved from http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx	Electronic article
Document from Learnline	(Moss, 2019)	Moss, M. (2019). *HSC210 – Module one: Sociology for health professionals*. Retrieved from https://online.cdu.edu.au/webapps/blackboard/content/listContentEditable.jsp?content_id=_2692267_1&course_id=_44041_1&mode=cpview	Electronic article
Standards	(Standards Australia, 2018)	Standards Australia. (2018). *Reinforced autoclaved aerated concrete: Construction* (AS 5146.3:2018). Retrieved from https://www-saiglobal-com.ezproxy.cdu.edu.au/online/autologin.asp	Electronic article
Government document	(Department of the Environment and Energy, 2017)	Department of the Environment and Energy. (2017). *Australia's emissions projections 2017*. Retrieved from http://www.environment.gov.au/climate-change/publications/emissions-projections-2017	Government document
Australian Bureau of Statistics (ABS)	(Australian Bureau of Statistics, 2013)	Australian Bureau of Statistics. (2013). *Regional population growth: Australia, 2011-2012* (cat. no. 3218.0). Retrieved from http://www.abs.gov.au/AUSSTATS/abs@.nsf/Previousproducts/3218.0Main%20Features32011-12?opendocument&tabname=Summary&prodno=3218.0&issue=201112&num=&view=	Electronic article
Australian Curriculum Online	(Australian Curriculum, Assessment and Reporting Authority, n.d.)	Australian Curriculum, Assessment and Reporting Authority. (n.d.). The Australian curriculum: Literacy. Retrieved from https://www.australiancurriculum.edu.au/f-10-curriculum/general-capabilities/literacy/	Electronic article
Reference from eMIMS or eTG	"Panadol" (2012) as listed in MIMS …	Panadol: Back & neck pain relief. (2012). In *MIMS*. Retrieved from https://www-mimsonline-com-au.ezproxy.cdu.edu.au/Search/ShowPDF.aspx?xmlDoc=08393.xml&XSLKey=PIxsl_pdf&PathKey=AbbrevPIxmlPath	Electronic article

Article from a health database i.e.: Cochrane, Joanna Briggs Institute	(Nguyen, 2017)	Nguyen, D. H. (2017). Wound packing: Clinical information. *Joanna Briggs Institute Evidence Summary*, (JBI241), 1-3. Retrieved from http://ovidsp.tx.ovid.com.ezproxy.cdu.edu.au/sp-3.28.0a/ovidweb.cgi?&S=JCODFPAOIEDDKHDFNCFKFGMC JNKNAA00&Link+Set=S.sh.39%7c5%7csl_190	Electronic article
	(Winter, Hunter, Sim, & Crome, 2011)	Winter, J., Hunter, S., Sim, J., & Crome, P. (2011). Hands-on therapy interventions for upper limb motor dysfunction following stroke. *Cochrane Database of Systematic Reviews, 201*(6), 1-35. doi:10.1002/14651858.CD006609.pub.2	
Online blog	(Becker, 2012)	Becker, D. (2012, October 4). Cite what you see, cite what you use [Blog post]. Retrieved from https://blog.apastyle.org /apastyle/2012/10/cite-what-you-see-cite-what-you-use.html	Blog
Online Dictionary or Encyclopedia	… art of teaching ("Education", 2016)	Education. (2016). In *Dictionary.com*. Retrieved January 5, 2017, from http://www.dictionary.com/browse/education?s=t	Web page
Facebook page	(Bureau of Meteorology, 2018)	Bureau of Meteorology. (2018, December 3). Spring 2018 was more than a degree warmer than average for Australia. Full climate summary at http://ow.ly/1nXc30mPQLD [Facebook update]. Retrieved from https://www.facebook.com/bureauofmeteorology/photos/a.171 427712921137/2122857961111426/?type=3&theater	
Twitter update or Tweet	(Trump, 2018)	Trump, D. [realDonaldTrump]. (2017, May 31). Who can figure out the true meaning of "covfefe"? [Tweet]. Retrieved from https:// twitter.com/realDonaldTrump/status/869858333477523458	
Instagram photo	(Fox, 2018)	Fox, M. J. [@realmikejfox]. (2018, June 5). It takes < than a min to learn how to save a life. Watch the video at handsonly.nyc #ICanSaveALife with #HandsOnlyCPR [Instagram photo]. Retrieved from https://www.instagram.com/p/BjppDLDBxRF/ **For Instagram videos change text in square bracket**	

Legislation and cases

Important elements

Act or Bill:
Name of Act Year (Jurisdiction)

Case:
Case Name (Year) Volume Law Report Series Reporter Abbreviated Starting Page

Reference Type	In-text example	Reference list example	EndNote Reference Type
Acts and Bills	... according to s. 24.1 of the *Anti-Discrimination Act 2018* (NT) ... The *Social Security Commission Bill 2018* (Cth) establishes ...	*Anti-Discrimination Act 2018* (NT) *Social Security Commission Bill 2018* (Cth) **If accessed electronically no additional details are required, cite as you would for print.**	Legal Rule/ Regulation
Cases	According to *Carey v. Price* (2005) ... ... in a land rights case *(Mabo v. Queensland,* 1988).	*Carey v. Price* (2005) 132 ALR 255 *Mabo v. Queensland* (1988) 166 CLR 186	Case

Common abbreviations

App.	appendix
Art.	article
Ca.	Circa
Chap.	chapter
Div.	division
ed.	edition
Ed. / Eds.	Editor / Editors
et al.	and others (Latin *et al*)
n.d.	no date
No. Nos.	Number / Numbers
n.p.	no place
p. pp.	page(s)
para.	paragraph
Pt.	Part
Rev. ed.	Revised edition
Sec.	Section
Ser.	Series
Suppl.	Supplement
s.v.	under the word (Latin *sub verso*)
Trans.	Translator(s)
Vol. / Vols.	Volume / Volumes

All examples are based on the Publication Manual of the American Psychological Association, 6th ed., 2010 available in the Library. A sample essay is available with examples of in-text citations and Reference list.

Appendix 1: How to write an APA reference when information is missing

How to Write an APA Style Reference When Information Is Missing

What's missing?	Solution	In-text citation Position A	Position B	Reference template Position C	Position D
Nothing—all pieces are present	List information in the order of author, date, title (with description in square brackets if necessary for explanation of nonroutine information), and source	Author, A. A.	(date).	*Title of document* [Format]. *or* Title of document [Format].	Retrieved from http://xxxxx *or* Retrieved Month Day, Year, from http://xxxxx *or* Location: Publisher. *or* doi:xxxxx
Author is missing	Substitute title for author; then provide date and source	*Title of document* [Format]. *or* Title of document [Format].	(date).	n/a	
Date is missing	Provide author, substitute *n.d.* for *no date*, and then give title and source	Author, A. A.	(n.d.).	*Title of document* [Format]. *or* Title of document [Format].	
Title is missing	Provide author and date, describe document inside square brackets, and then give source	Author, A. A.	(date).	[Description of document].	
Author and date are both missing	Substitute title for author and *n.d.* for *no date*; then give source	*Title of document* [Format]. *or* Title of document [Format].	(n.d.).	n/a	
Author and title are both missing	Substitute description of document inside square brackets for author; then give date and source	[Description of document].	(date).	n/a	
Date and title are both missing	Provide author, substitute *n.d.* for *no date*, describe document inside square brackets, and then give source	Author, A. A.	(n.d.).	[Description of document].	
Author, date, and title are all missing	Substitute description of document inside square brackets for author, substitute *n.d.* for *no date*, and then give source	[Description of document].	(n.d.).	n/a	
Source is missing	Cite as personal communication (see §6.20) or find a substitute	n/a	n/a	n/a	n/a

Note. Italicize a title when the document stands alone (books, reports, etc.) but not when it is part of a greater whole (chapters, articles, etc.). The retrieval statement should reflect either a URL (for online documents without DOIs), a publisher location and name (for print sources), or a DOI (for any document that has one). Include a retrieval date with a URL only when a source is likely to change (e.g., wikis). Create an in-text citation by using the pieces from Positions A and B. For titles in Position A, use italics for works that stand alone (*Title of Document*, date) and quotation marks for works that are part of a greater whole ("Title of Document," date). Retain square brackets for descriptions of documents in Position A ([Description of document], date).

Appendix 2: Author layout for in-text citations

In-text examples for first and subsequent citation.

Reproduced from American Psychological Association. (2010). *Publication manual of the American Psychological Association* (p. 177). Washington: American Psychological Association.

Type of citation	First citation with the author being a part of your text	Subsequent citations with the author being part of your text	First citation with all citation information in brackets	Subsequent citations with all citation information in brackets
One work by one author	Walker (2017)	Walker (2017)	(Walker, 2017)	(Walker, 2017)
One work by two authors	Walker and Allen (2014)	Walker and Allen (2014)	(Walker & Allen, 2014)	(Walker & Allen, 2014)
One work by 3-5 authors	Bradley, Ramirez, Soo and Mitchell (2015)	Bradley et al. (2015)	(Bradley, Ramirez, Soo, & Michell, 2015)	(Bradley et al., 2015)
One work by 6-7 authors	Jones et al. (2016)	Jones et al. (2016)	(Jones et al., 2016)	(Jones et al., 2016)
One work by 8+ authors	Ahamad et al. (2015)	Ahamad et al. (2015)	(Ahamad et al., 2015)	(Ahamad et al., 2015)
Groups/Organisation (readily identified through abbreviation) as author	Australian Institute of Health and Welfare (AIHW, 2018)	AIHW (2018)	(Australian Institute of Health and Welfare [AIHW], 2018)	(AIHW, 2018)
Group/Organisation (no abbreviation) as authors	Diabetes Australia (2017)	Diabetes Australia (2017)	(Diabetes Australia, 2017)	(Diabetes Australia, 2017)